

Community Name: Nulato			Nulato Fuel Depot			Date:12/13/2018
2017 Bulk Fuel Tank Farm Administrative Best Practices Score Template			Operator Name: Phillis Stickman			RUBA staff: Smyth
Staff Interviewed: Violet Kruger						
Number of Tanks at Facility: 2			Capacity: 2x 10000			
Category		Scoring Criteria	Possible	Score	Notes	
Technical	Operator Certification	Tank farm operator has completed a bulk fuel maintenance training program.	10	0	No training, currently looking for a class that the operator can attend.	
	Operator Experience	Award one point for every year the operator has been employed at the facility, up to ten years.	10	10	Been working at the depot	
	Preventative Maintenance Plan	Tank farm has a written PM plan; Plan is performed on schedule; records of completion are kept.	8	Max 8pts	No PMP plan	
		Tank farm has a written PM plan; performance of plan & record keeping are not consistent.	6	0		
		Tank farm has no PM plan or performs no PM.	0			
	Compliance	Tank farm complies with state & federal regulations applicable to fuel operations without exception, and has the required regulatory documents on hand, including the SPCC and FRP, and the required spill response equipment.	8	Max 8pts	Unknown	
		Tank farm largely complies with state & federal fuel operations regulations.	5	0		
		Tank farm does not comply with state & federal regulations on fuel operations.	0			
	Managerial	Management training	A person who holds a position of responsibility for management of the tank farm has taken the Financial & Organizational Management Classes for Rural Utilities offered by the RUBA program.	10	Max 10pts	The current Mayor attended the Organizational course in Fairbanks 12/2/2014.
A person who holds a position of responsibility for management of the tank farm has taken the Financial Management for Rural Utilities offered by the RUBA program.			8	6		
A person who holds a position of responsibility for management of the tank farm has received utility management training offered by the RUBA Program.			6			
Meetings of the decision making Body		Tank farm's decision making body meets routinely consistent with the local ordinance/bylaw requirements & receives a current report from the operator.	6	Max 6pts	Council meets throughout the year and when needed receives reports from the operator.	
		Tank farm's decision making body meets routinely consistent with the local ordinance/bylaw requirements.	3	6		
		Tank farm's decision making body does not meet.	0			
Financial	Business Plan	Business Plan is published and updated on a regular basis	10	Max 10pts	No business plan	
		Business Plan is published but has not been updated	8	0		
		No Business Plan	0			
	Budget	Tank farm has adopted & implemented a realistic budget & budget amendments are adopted as needed; Accurate monthly budget reports are prepared & submitted to the governing body.	10	Max 10pts	Budget reports are completed monthly and given to the council to determine how much has been sold, and how much supply is left.	
		Tank farm has adopted but not implemented a budget.	8	10		
Tank farm has not adopted a budget.		0				
Financial	Revenue	Tank farm is collecting revenue sufficient to cover operating expenses & is making regular contributions to a renewal & replacement (R&R) account set up with the Alaska Community Foundation (ACF).	10	Max 10pts	Currently no Fuel farm specific R and R fund, general maintenance comes from the city through their broad Maintenance budget line item.	
		Tank farm is collecting revenue sufficient to cover operating expenses & is making regular contributions to a renewal & replacement (R&R) account.	8	6		
		Tank farm is collecting revenue sufficient to cover operating expenses and is following their collections policy.	6			
		Tank farm has a collections policy which is being followed but it is not collecting revenue sufficient to cover expenses.	4			
		Tank farm has no collections policy, or is not following their policy, and is not collecting revenue sufficient to cover expenses.	0			
	Worker's Compensation & Insurance	Tank farm has had a worker's compensation policy for all employees for the past two years & has a current policy in place.	6	Max 6pts	The Tank Farm employee is covered by the City Workers Comp policy	
		Tank farm has a current worker's compensation policy in place for all employees.	3	6		
		Tank farm has no worker's compensation policy.	0			
	Payroll Liability Compliance	Tank farm has no past due tax liabilities & is current with all tax obligations.	6	Max 6pts	Current on taxes	
		Tank farm owes back taxes, but has a signed payment agreement, is current on that agreement, & is up-to-date with all other tax obligations.	3	6		
		Tank farm is not current with tax obligations and/or does not have a signed repayment agreement for back taxes owed.	0			
	Fuel Purchasing	Tank farm has budgeted for fuel purchases and has not had to apply for any bulk fuel loans.	6	Max 6pts	The city is able to purchase the fuel and during the year sell it to pay back the delivery company.	
		Tank farm is not late on any bulk fuel purchasing loans.	4	6		
		Tank farm is late on bulk fuel purchasing loans, but has current repayment agreement in place & is current with the agreement.	2			
Tank farm is delinquent on bulk fuel purchasing loans.		0				
Amount of renewal & replacement (R&R) account:						
Amount of operations & maintenance (O&M) account:						
Amount of Spill Response account:						
Total			100	56		